



Authorization for Initial Treatment and Pharmacy

State Employee Injury Compensation Trust Fund/SEICTF



TO BE COMPLETED BY EMPLOYEE

If you desire program benefits, read and sign below. Benefits will not be authorized without your signature.

I hereby authorize any physician, health care professional, hospital, or other medical care facility to provide my complete health care records to representatives of the State Employee Injury Compensation Trust Fund (SEICTF), and/or its' agents regarding my health and any treatment rendered. I authorize representatives of SEICTF and/or its' agents to examine any and all records including but not limited to: all history and physical examinations; progress notes; physicians' notes; lab reports; x-ray, MRI, CT scans, myelograms and all other diagnostic procedure reports; all consultation reports and records, in-patient and out-patient facility records; operative reports; payment records; prescribed medications; and all notes, correspondence and records of any kind.

In addition, I authorize the release of information relating to (1) communicable diseases such as hepatitis and the human immunodeficiency virus (HIV); (2) substance abuse treatment records; and (3) all mental health treatment records.

The purpose for disclosure of these records is to allow SEICTF to evaluate my medical history and injuries in this claim and to administer benefits I may be eligible for under the SEICTF program. A photocopy or exact reproduction of this signed authorization shall have the same force and effect as the original. This Authorization for Release of Health Information is valid for one year from the date of my signature.

I understand that I may revoke this authorization by sending a signed, written notice to SEICTF and to the healthcare provider(s) authorized to disclose my health information pursuant to this document. However, I also understand that any revocation will be effective only to the extent that action has not already been taken in reliance of this authorization.

By refusing to sign or revoking this authorization, I understand that SEICTF will be unable to provide benefits under this program as medical records are required.

Employee Signature _____

Date _____

EMPLOYEE: Give completed copy to your supervisor immediately after receiving treatment.

TO BE COMPLETED BY SUPERVISOR

Employee Name: _____ S.S. # _____ - _____ - _____

Date of Injury _____

Description of Accident/Injury: _____

Supervisor's Signature: _____ Date: _____

Agency: _____ Division/Facility: _____

*****When completed by supervisor and physician - fax immediately to SEICTF at (334) 223-6170 or 1-888-827-6753*****

TO BE COMPLETED BY PHYSICIAN

Diagnosis: _____

Work Status: _____ May return to full duty

_____ Out of work for _____ days, then return to work with restrictions (see below)

May return to work with the following restrictions for _____ days:

Activity restrictions: _____

RETURN APPOINTMENT DATE: _____

_____ None Scheduled

Physician Name (please print) _____ Office Phone: _____ Date: _____

Physician Signature _____

Instructions for Submitting Claim for Payment

Physician's office:

1. Immediately Fax copy of this form to SEICTF at 1-888-827-6753 (toll-free) or (334) 223-6170.
 2. Give original to employee. Have employee take original back to the employer. Keep a copy in the employee's chart.
 3. Claim filing:
 - A. **For authorization and timely payment, office notes must be sent to SEICTF:** Fax to 1-888-827- 6753 (toll-free) or mail to SEICTF: P. O. Box 303250, Montgomery, AL 36130-3250.
 - B. **Send claim to:**
(1) Blue Cross Blue Shield (Group 32035) - Use the WRI prefix with the employee's social security number. **(Do not use the EIB number.)** Do not charge co-pays or deductibles.
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Pharmacy:

Send claim to Blue Cross/Blue Shield of Alabama. All prescriptions must be filed electronically with BCBS by using the WRI prefix and the employee's social security number. **(Do not use the EIB number.)** SEICTF does have a Formulary and some drug classes require prior approval before BCBS will approve the prescription under WRI. **Charges filed manually, or through third party billing companies, will not be reimbursed.** If you are unable to obtain approval or confirmation, please contact the BCBS Pharmacy Help Line at 1-800-216-9920.
